



# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Citywide Administrative Services (DCAS)

**Division:** Office of the General Counsel (OGC)

**Address 1:** 1 Centre St, 19th Fl North

**Address 2:** New York, NY 10007

**Contact:** Rowena Smith

**Email:** rowsmith@dcas.nyc.gov

**Phone:** (212) 386-0204

## **Agency Description**

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at [nyc.gov/dcas](https://nyc.gov/dcas) to learn more about the work we do.

## **Unit Description**

The DCAS Office of General Counsel (OGC) provides legal counsel in several areas, primarily real estate (leasing, acquisitions, and disposals), procurement and civil service and employment law. The attorney staff possess expertise in a wide range of legal issues and handle the following matters–

- Litigation of complex landlord-tenant disputes involving City-owned property
- Provide legal counsel in various areas of the law such as fleet administration, civil service, disciplinary proceedings, energy purchasing and conservation, and facilities management and construction
- Handle employee misconduct cases
- Represent DCAS in administrative proceedings before the Equal Employment Opportunity Commission, the New York State Division of Human Rights and the New York City Commission on Human Rights
- Conduct legislative review of local laws, ensuring compliance and providing guidance on potential legal implications
- Review employment and residency waivers

In addition, they collaborate with the Corporation Counsel to address litigation matters that involve or affect DCAS and offer guidance on miscellaneous agency legal matters as they arise, ensuring that DCAS is prepared to handle any legal challenges that may arise.

## **Position Title** Legal Internship

## **Internship Responsibilities**

The Legal Intern (must be Law School Student) will work for the Office of Citywide Procurement at the Department of Citywide Administrative Services' Office of the General Counsel (OGC-OCP). Duties include, but are not limited to the following:

- Review contracts and related documentation to ensure compliance with the laws, rules and regulations related to the procurement process.
- Draft briefs and memoranda for the General Counsel team regarding various procurement related topics and issues.
- Assisting with legal compliance matters relating to various local laws and executive orders that impact procurement process.
- Conduct legal research for various procurement issues.
- Perform administrative duties regarding the organization of contract-related files.

## **Qualifications/Special Skills/Area of Study**

- Must be currently enrolled in Law School.
- Keen attention to detail and confidentiality.
- Strong writing skills.
- Excellent verbal and interpersonal skills.
- Proficiency in Microsoft Word, Outlook, PowerPoint, and performing Internet research.

## **Application Process**

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Rowena Smith at: [rowsmith@dcas.nyc.gov](mailto:rowsmith@dcas.nyc.gov).

Please write "**Summer Internship – OGC**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

You will be contacted if selected for an interview.

**Salary Range** \$21 per hour – Graduate Intern

Internship may be used to fulfill college credit requirement.

## **Additional Information / Comments**

Graduate interns must be currently enrolled or accepted in a graduate program. Internships are available between May and September for a maximum duration of thirteen (13) weeks. The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.